



SOUTH CENTRAL KANSAS LIBRARY SYSTEM
2020-2021 LIBRARIES TRANSFORM GRANT APPLICATION FORM

Name of Library:	Lincoln Library (Medicine Lodge City Library)
Library Address:	201 North Main
City:	Medicine Lodge

Name of primary contact person for grant application:
Mary Hill

Title:	Library Expansion Committee Chairman (Current Library Board Member)
Address:	406 W. 2nd

Phone: 620.886.2218	Email: mhill@usd254.org
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Name of Public Library Board Chair or College or School Administrative Officer:
Doris Sorg

Title:	Lincoln Library Director
Address:	201 N. Main, ML

Phone: 620.886.5746	Email: medicinelodgelibrary@gmail.com
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NARRATIVE

1. Describe the program/project and how it will address the grant objectives and key messages:

Grant objectives are (1) to increase awareness and support for transforming the local library, (2) to further the perception of the library as essential to the community and (3) to energize library advocates to influence local, state and national decision-makers. Key messages are (1) Libraries transform lives, (2) Libraries transform communities, (3) Libraries are community centers for lifelong learning and (4) Libraries are a smart investment.

The Lincoln Library has been working to provide resources, services, and programming for the community of Medicine Lodge for several decades. We strive to meet the ever changing needs of our patrons, both young and young-at-heart. To meet these diverse needs, the Lincoln Library Board recently purchased an adjoining building for the purpose of providing our community with abundant lifelong learning opportunities.

We are requesting 2020-2021 Grant money to help us complete Phase One, as described below. Phase Two is described in this grant to help demonstrate how the two phases are connected. Our vision for the expansion is:

Phase One -

Separate library computer areas for adults and kids.

Quiet Zone/ Study Zone for adults

Private Office Space for our director

Entry to expansion through existing Library that can be locked and separate entry from street for community use.

Phase Two -

Large versatile space for Library programs and community use with media presentation capability. The versatility of this space can be enhanced with a moveable wall. Maker space with storage area for crafting supplies. Classes can then be offered to library patrons to learn artistic skills for lifelong learning.

Updated kitchen made accessible for community use. Also able to be locked up when not in use. Kitchen can also be used for cooking classes.

Enlarge bathroom.

Basement modifications to use as a tornado shelter.

Transforming and expanding our local library will increase awareness and support from our community by demonstrating how our local library can provide more programs and services to meet the needs of our patrons. While our library is known for encouraging interactions between the generations, there is a definite need for each to have their own space in some areas. Currently, our computer area is shared by adults and children, which hampers both age groups due to privacy, noise, and work space. Due to the location being near the hub of where general library services take place, activity spills into this highly important area as well. The solution is to relocate the computers and have separate areas for both adults and children. The adult computer area will be a separate glassed-in room for noise reduction and privacy, while still being semi monitored. Patrons will be more productive in completing extensive tasks like tax preparation and other sensitive affairs. There will also be room for the adults to spread out project resources or simply go read a book in the quiet. The children's computer lab will be located in conjunction with the children's section. Kids will be able to enjoy being kids while having their own opportunities for gaming, exploring educational avenues, research for school projects, etc. With the removal of the computers from their current location, floor space will be opened up to accommodate possibly more shelves or work spaces.

A wall will be removed between the west end of the Children's room and a storage room. This will open up this area for more children's activities and resources. One area will be enclosed to create a server room to allow air to circulate around the equipment instead of the current crowded area.

Another much needed space is a director's office. Currently, it is glassed in by the front foyer area and behind the circulation desk. It is a shared workspace with the other employees, and the patrons have access to the director at all times. Giving her an office that isn't in the hub of activity will boost productivity. Not only will this help keep confidential information secure, this office will also have a surveillance window, so the director can monitor the main room from another vantage point, if necessary.

Due to seeing the library as an ever evolving community necessity, we had the vision to purchase the building next to us which will be added at a later date and will be referred to as Phase 2 in this application. To be clear, Phase 2 is not part of this application. However, in order to access this building, an interior door is needed to the existing library building. At present, the only access is through an exterior door that faces the street around the corner from our main entrance. Making a passage through the wall will solve many issues concerning internal access to the new addition for patrons and employees, moving supplies, etc. while still investing in its future use when Phase 2 is completed.

By using local talents, outside resources, new technologies and creative programming, our library can become an essential wealth of information for our patrons. Through our expansion and investment in our community, a new energy and sense of pride can resonate through our library into the community.



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2020-2021 LIBRARIES TRANSFORM GRANT APPLICATION FORM

NARRATIVE cont'd

2. Describe and provide the timeline for the program/project.

Project must be completed prior to December 31, 2021:

August 27, 2020 - A preliminary meeting with Paul Hawkins from SCKLS.
September 11, 2020 - Applied for Libraries Transform Grant.
By January 30, 2021 - Advertise for construction bids.
By February 20, 2021 - Select Construction Company from bids.
By March 20, 2021 - Acknowledge and publicize the SCKLS Libraries Transform Grant.
By March 30, 2021 - Begin Construction on Phase One at the Lincoln Library.
By June 30, 2021 - Construction of Phase One completed.

3a. What is the estimated total cost of the program/project?

\$65,960

3b. What is the amount of local matching funds available as of January 1, 2021?

\$25,000

3c. What is the source of local matching funds available as of January 1, 2021?

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3d. What is the amount of matching fund request form SCKLS?

\$25,000



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2020-2021 LIBRARIES TRANSFORM GRANT APPLICATION FORM

NARRATIVE cont'd

4. Describe how the SCKLS grant funds will be used:

We are requesting SCKLS grant funds of \$25,000. This money will be used in our Phase One Redesign/Construction of the existing Lincoln Library.
Phase One -

Create separate computer space for kids and adults. - This will also include creating a quiet study space for adults. Currently, our computer area is shared by adults and children, which hampers both age groups due to privacy, noise, and work space. Due to the location being near the hub of where general library services take place, activity spills into this highly important area as well. Our current shared computer space is 92 square feet. The solution is to relocate the computers and have separate areas for both adults and children. The adult computer area will be a separate glassed-in room for noise reduction and privacy, while still being semi monitored. Patrons will be more productive in completing extensive tasks like tax preparation and other sensitive affairs. The new adult computer/study space will be 216 square feet with an additional private computer study space that will be 54 square feet.

The children s computer lab will be located in conjunction with the children s section. Kids will be able enjoy being kids while having their own opportunities for gaming, exploring educational avenues, research for school projects, etc. The area of the new youth/children computer lab will be 216 square feet.

To summarize, the area devoted to patron computer space is currently 92 square feet. The remodel will create separate youth and adult computer/study spaces that measure a total of 792 square feet.

Move a wall in the existing Childrens Library as part of the plan for Childrens Computer area.

Create an office space for our Library Director.

Currently, the Library Director has shared space in the glassed-in front foyer area and behind the circulation desk. It is a shared workspace with the other employees, and the patrons have access to the director at all times. Giving her an office that isn t in the hub of activity will boost productivity. Not only will this help keep confidential information secure, this office will also have a surveillance window, so the director can monitor the main room from another vantage point, if necessary.

Create an opening between our existing Library and the new addition that was purchased last fall.

Currently there is only an outside entrance to the new addition. An interior door will link the two spaces together.

5. Provide quotes or estimates for specific services, staff, equipment or furnishings for which the grant will be used. Costs will not be considered for grant funding unless specific documentation is provided. Documentation must correspond to costs identified in Question 4:

We are requesting SCKLS 2020Transform Grant money for Phase One of our plan. Architect William Morris brought engineers on-site to determine an estimate for Phase One and Phase Two of our construction. His report for Phase One has an estimate of \$65,960.80.

Phase 1

1. Remodel current meeting room to adult computer room

This includes creating a window wall, new finishes and remodeling the adjacent small space.

\$16,900.00

2. Create children's computer area. \$7,920.00

3. New open west wall of the children's library \$8,980.00

4. Remodel and expend the director's office \$2,660.00

5. New connecting entrance at north wall \$3,500.00

6. Contingency \$13,501.00

7. HVAC \$6,500.00

8. Electrical \$5,999.00

Total estimate for phase 1: \$65,960.00

We are requesting SCKLS grant funds of \$25,000. This money will be used in our Phase One Redesign/Construction of the existing Lincoln Library.



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NARRATIVE cont'd

6. Describe and provide a timeline for how you will acknowledge and publicize the SCKLS Libraries Transform Grant. Copies of recognition documentation including acknowledgements and publications must be submitted to SCKLS prior to December 31, 2021.

Acknowledgement and publication on being awarded the Libraries Transform Grant would begin immediately after notification. The basic information would be included in the weekly column in The Gyp Hill Premiere newspaper and follow-ups of the progress as the project progresses would be in future columns. We would follow next week with an in-depth story in The Gyp Hill Premiere that will not only announce and explain the Libraries Transform Grant, but will hopefully bring the Lincoln Library expansion to the attention of the right contractor for this job. Lincoln Library's Facebook page would be an additional resource we would incorporate into our efforts of informing our patrons, community, and our social media followers. We find it amazing that comments are made on our page by people living from coast to coast and many locations in between. Shortly following notification, we would make the announcement on Facebook and would include the Libraries Transform Grant in all of our updates. The announcement would also be included on Lincoln Library's website and brought current as needed. We will be displaying the plans on an easel for those walking in the door to view. If Lincoln Library was awarded the grant, we would include information pertaining to the Libraries Transform Grant along with the plans. Placement of the plans and grant information would be published in The Gyp Hill Premiere and on social media. We are excited about the advantages this expansion will provide for our patrons and our community. It is with great anticipation that we look forward to the time when we can begin Phase 1 and watch that excitement grow throughout our service area and beyond.

7. Attach additional files supporting your application here as well as any additional information you wish to include:

https://fs26.formsite.com/vMYhnT/files/f-7-71-7436769_FdaQd1ib_Copy_of_Addendum_to_SCKLS_Library_Transform_Grant_2020.docx
https://fs26.formsite.com/vMYhnT/files/f-7-71-7436769_pu3ucgrC_Morris_Architect_Floor_Plan.JPG
https://fs26.formsite.com/vMYhnT/files/f-7-71-7436769_0ZNSqvaz_grant_pics.pdf

CONDITIONS

Applicant must meet with the SCKLS Director prior to submitting grant application.

If applicant is a school library, school library services must be administered by a licensed school library media specialist in compliance with Kansas Administrative Regulation 91-31-32(c) (9) (e) Library Services.

The Minimum amount of matching grant request is \$5,000 and the maximum amount is \$25,000.

The primary purpose and costs associated with this grant application cannot be for projects or programs to repair or maintain for roof, heating/ventilation, electrical or other building infrastructure.

The costs identified in this grant application cannot not/will not be duplicated in the applicant's other program/project funding or in applications for other SCKLS grant programs during 2021.

Award of the Libraries Transform Grant does not exclude an applicant member library from eligibility for other SCKLS grants subject to respective SCKLS grant guidelines.



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CONDITIONS cont'd

Application does not guarantee award. SCKLS reserves the right to not award or to partially award any application. Award may vary depending on the availability of grant funds from SCKLS and upon number and amounts of qualified grant applications from member libraries. If program/project completion prior to December 31, 2021 is contingent upon full award by SCKLS, applicant must disclose below if partial grant award is acceptable or not acceptable.

Indicate one only:

Applicant acknowledges that full grant award by SCKLS *is required* for the program/project to be completed and that partial grant award is not acceptable.

Applicant acknowledges that full grant award by SCKLS *is not required* for the program/ project to be completed and that partial grant award is acceptable.

Applicant is responsible for informing SCKLS in writing of any significant changes in the application and providing supporting documentation in a timely manner to SCKLS about any significant changes detailed in the application. Non-compliance with any detail or condition described in this application may result in the applicant library forfeiting its eligibility for any future SCKLS grants for a period up to three years. SCKLS will provide the applicant with written notice and request for compliance should forfeiture be considered.

Applicant Acceptance and Acknowledgement

Mary Hill

Librarian/Director

2020-09-11 15:52:45

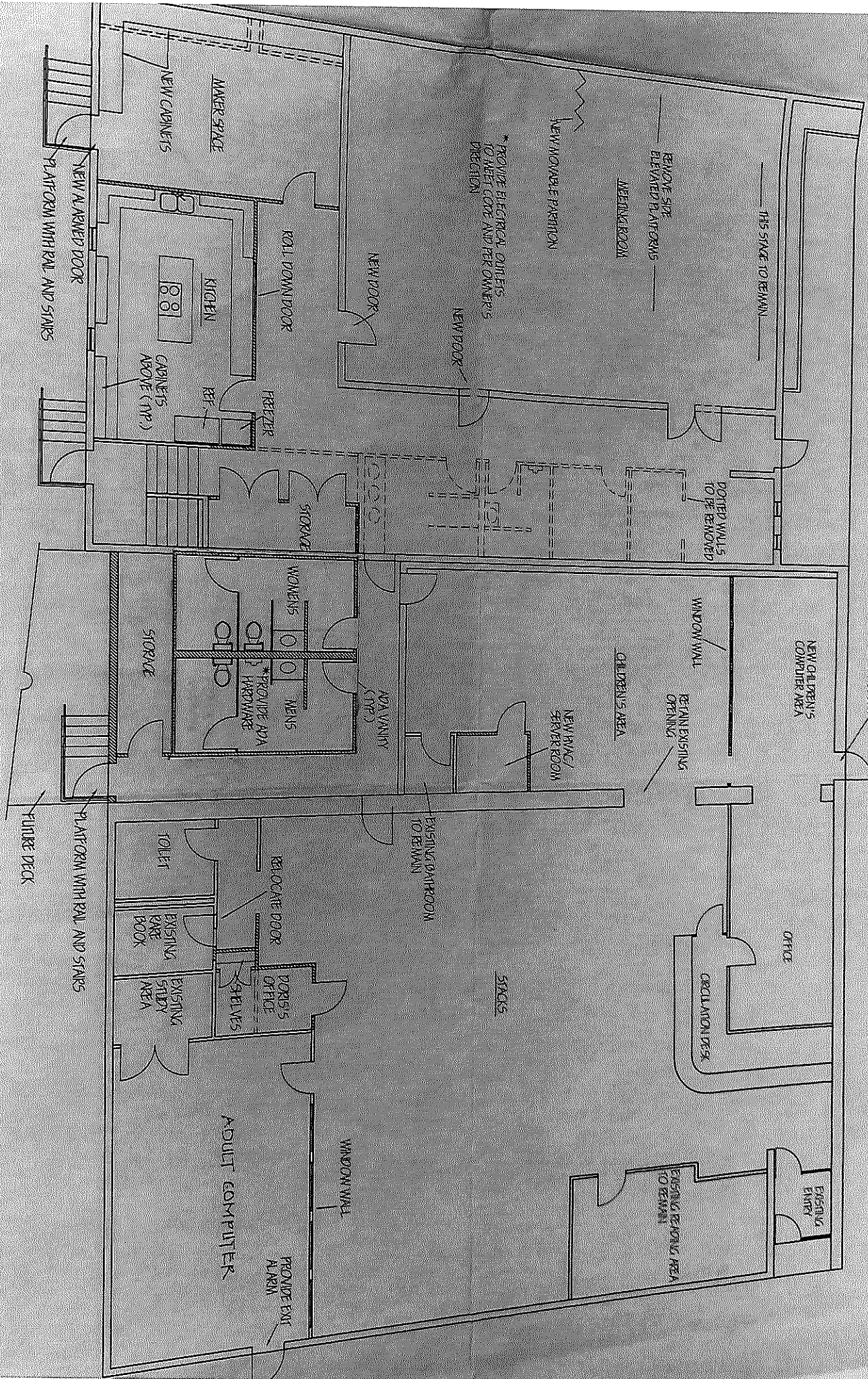
Date

Doris Song

Public Library Board Chair/College/School Administrative Officer

2020-09-11 15:52:45

Date



LINCOLN LIBRARY

SCALE: 1/8" = 1'-0"

September 9, 2020

SCKLS 2020-2021 Libraries Transform Grant Committee,

Thank you for the opportunity to be considered for the Libraries Transform Grant. We have attached several pictures, and this document serves to explain each picture.

Picture A - This north wall is where an entryway will be installed to access our recently purchased building sitting to the north of our current library.

Picture B - This is the east wall area of our children's library. We plan to convert this space to the youth computer area.

Picture C - This is the west wall of our children's library. We plan to remove this wall and convert the new space for children's library use.

Picture D - This is the area behind that west wall that will be opened up into the children's library.

Picture E - This space will be converted to the director's office.

Picture F - This space will become the adult computer area.

Picture G - This space is located in the future adult computer area. It is currently being used for storage but will be converted to a private study area.

Picture H - This is our current patron computer area. This space is shared by youth and adults. It offers very little privacy for patrons.

Thanks again for your consideration of our grant application.

Lincoln Library, Medicine Lodge, KS

